



Name \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Type of Event \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Event Planner \_\_\_\_\_ Phone \_\_\_\_\_

DEPOSIT: Facility fee of \$500.00 is due with signed contract. Deposit must be paid by check or cash and is NON-REFUNDABLE

DEPOSIT AMOUNT DUE \_\_\_\_\_

Remaining balance due 7 days prior of event:

\*\*\* 7% sales tax and 20% service fee excluded \*\*\*

Estimated number of people \_\_\_\_\_

(Guaranteed number of people must be given no later than 7 days prior to the event)

Your final menu is required no later than 7 days prior to the event. At this time, your count may increase from the number agreed upon in this contract but may not be reduced. Any changes made to the menu will affect pricing. If no confirmed guest guarantee is received, we will prepare charges based on the minimum number of guests stipulated in this contract.

If you agree to the "Terms & Conditions" and all information in this contract please sign below.

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Deposit Paid	Event Coordinator Signature
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**We are happy to share our space with you! Please be mindful of leaving it the way you found it!**

**Set up: You will have one hour for set up prior to event hours.**

The client is responsible for:

1. Setting up decorations.
2. Setting up for outside catering (If not using our inhouse catering.)
3. Outside caterers are responsible for all plates, napkins, glassware, silverware, and serving pieces. (Chaffing dishes, platters, service utensils, etc...)

**Clean up: You will have one hour for clean up after event hours.**

If using an approved outside caterer, your caterer will be responsible for:

1. Removing all trash from building (place in dumpster behind building).
2. Removing all food from outside catering.
3. Wiping down all counters in kitchen.
4. Sweeping/mopping kitchen and sweeping/mopping, under all tables and chairs used for event.
5. Returning all chairs/ tables to their original place.
6. Removing all decorations.

Extra trash bags can be found at the bottom of cans. Mops, brooms and dustpans will be made available.

# Terms And Conditions

## FACILITY RENTAL CONTRACT OF The Station, LLC

This rental agreement is entered into between the undersigned "Client and The Station LLC. A Mississippi limited liability company, who agree as follow.

1. **RENTAL:** Subject to all terms and conditions of this agreement, The Station will make available to the Client on (Rental Date: \_\_\_\_\_) between the hours of \_\_\_\_\_ **(X)Initial** \_\_\_\_\_ and \_\_\_\_\_ **(X)Initial** \_\_\_\_\_. The rental hours include all time that the client will have possession of the facility including preparation of client's event **(1 hr prior to event)**, client's event (\_\_\_\_\_ hrs.), and cleaning after client's event **(1 hr after event)**. Client may purchase extra prep time for their event for \$100.00/additional hour.
  - 1.2 **CLIENT:** The client is \_\_\_\_\_, with an address of \_\_\_\_\_ . \_\_\_\_\_ is the only individual authorized to sign and make changes and is responsible for abiding by the terms and conditions of this agreement. We will only have communication with \_\_\_\_\_ during the planning of said event **(X)**\_\_\_\_\_.
  - 1.3 **CLIENT'S GUEST:** The client's guests include any and all persons that arrive at the event during rental hours. Excluding only the employees of The Station.
2. **RENTAL FEE:** The "Rental Fee" due is for the use of the facility and is \$ \_\_\_\_\_ **(X)**\_\_\_\_\_.
  - 2.1 **DEPOSIT:** \$500 of the Rental Fee must be paid by client to The Station at the time of entering into this agreement. The \$500 deposit is non-refundable without regard to the reason for or timeliness of cancellation, except as expressly provided for herein. Moving the rental date or rental hours is considered a cancellation. Agreement is not effective, and The Station shall have no obligation to hold open or available any rental date or rental hours, until the deposit is actually received.

A: Cancellation must be written notification via Email to [Thestationms@gmail.com](mailto:Thestationms@gmail.com) .
  - 2.2 **BALANCE:** All remaining balances of the rental fee must to paid to The Station no later than 7 days before the rental date. **(X)**\_\_\_\_\_.
  - 2.3 **ADDITIONAL RENTAL:** All preparation and post event clean-up for the Client's event, including, but not limited to setting, up, decoration, and cleaning up the facility must take place within rental hours. Additional rental may be retained by The Station; any remaining sums will be paid to The Station by the Client upon demand.
3. **DAMAGE DEPOSIT:** The Client must also pay The Station, no later than 30 days before the rental date, the sum of five hundred dollars (\$500) as a "Damage Deposit". Within 30 Days after the rental The Station will return the damage deposit, less any debits charged for repairs of the facility or property therein, or for other charges incurred by The Station for which the client is responsible. Nothing contained herein nor the withholding of the damage deposit by The Station shall limit the right of The Station to pursue any other remedies at law or in equity for patron's breach of this agreement.
4. **MAXIMUM CAPACITY:** The maximum capacity of the facility is \_\_\_\_\_. It is the responsibility of the Client to ensure that this capacity limit is observed. Client shall be responsible for any and all fines and/or any and all liability associated with occupancy of the facility in excess of the maximum capacity recited above.

5. **SMOKE FREE:** NO smoking is allowed inside the facility. The Client will ensure that all cigarette butts and other refuse outside the facility be disposed of properly. Trash left outside the facility (including cigarette butts) may subject Client to a cleaning fee. Open flames and fog machines are not allowed.
6. **LAWS AND ORDINANCES:** The Client shall be knowledgeable of and shall observe and comply with all laws and ordinances at all times.
  - 6.1 **EXITS:** No decorations or other items are to block any facility exits at any time.
  - 6.2 **NO NUISANCE:** All actions taken by the Client or Client's Guest shall be performed in a lawful and safe manner. The Client is solely responsible for the actions of their guest while they are at the facility. And shall not allow Guests to engage in any activity or behavior that may interfere with the operations of the facility or that create a nuisance for the neighbors of the facility, including but not limited to unreasonable decibel levels for music or other entertainment.
7. **ALCOHOL:** The Client shall not knowingly commit or permit a guest of the Client to commit violations of the laws or regulations of the municipal authority, Board of Health, State or Federal Laws including, but not limited to, the consumption of alcoholic beverages. The Client further agrees to indemnify and save harmless the Lessor or his agents against loss, damage, or liability growing out of the failure to observe and comply with the laws regulating the sale and distribution to minors. No person under 21 years of age is to consume, possess or be served alcohol at any time. No person shall be permitted to consume alcohol in or about the facility so as to become legally intoxicated. Anyone showing signs of intoxication will be refused alcohol and must not be allowed to drive a vehicle. No outside alcohol is to be permitted or consumed on premises. **(X)**\_\_\_\_\_. The bar for this event will open at \_\_\_\_\_**(X)**\_\_\_\_\_. Last call for this event will be 30 minutes prior to end time\_\_\_\_\_ **(X)**\_\_\_\_\_.
8. **OUTSIDE FOOD:** The Client must obtain prior written approval by The Station for Client's chosen servers. The Client shall ensure that outside servers are licensed and insured and the Client must provide proof of licensure and a certificate of insurance with appropriate coverage for the type of event to The Station. Client agrees to maintain and ensure compliance with all Mississippi State Department of Health and Department of Public Safety regulations and agrees to comply with the rules prescribed by the Mississippi State Department of Health concerning the service of food and drink at the Facility. There is a \$1000.00 charge to bring outside catering into our venue.
9. **KITCHEN USE:** Use of the kitchen shall be at Client's sole risk. Client is also required to leave the kitchen completely clean with all trash and debris disposed of in the dumpster in the rear of the facility. NO propane tanks or other campsite cooking gear is to be used inside or outside of the facility. Kitchen is for staging purposes only. No cooking is to be done on premise.
10. Clients and Client's Guests use the facility at the Client's own risk. Client assumes sole responsibility for injuries to persons, damages to the facility and facility personal property and equipment during Client's use of facility. Client is responsible for guests' behavior. There will be no refunds or reimbursements for cancellations due to acts of God.